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Approved For Release 2001/08/29: CIA-RDP74-00396 000200070002-7

RECORDS AND EQUIPMENT	INVENTORY	
A medding kecolds holdi	ngs in Cubic Feet - Reverse Side)	
TO: CHIEF, KUCLUB FROM: CHIEF,	DATE:	
CORRESPONDENCE EQUIPMENT	EQUIPMENT TOTAL NUMBER	CUBIC FEET RECORD
2 DRAWER LEGAL SAFE WITH COMBINATION LOCK		
4 DRAWER LEGAL SAFE WITH COMBINATION LOCK		
2 DRAWER LETTER SAFE WITH COMBINATION LOCK		
4 DRAWER LETTER SAFE WITH COMBINATION LOCK		
4 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK		
5 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK 4 DRAWER LETTER CABINET WITH OR WITHOUT LOCK		
5 DRAWER LETTER CABINET WITH OR WITHOUT LOCK		
OTHER (Describe)		
· (,		
CARD FILE EQUIPMENT		
5 DRAWER 3x5/5x8 CARD SAFE WITH COMBINATION LOCK		
6 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK		
7 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK		
8 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK		
9 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK		
O DRAWER 3x5 CABINET WITH OR WITHOUT LOCK		
5 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK		
6 SLIDES 3X5/5X8 KARDEX WITH COMBINATION LOCK		
7 SLIDES 3x5/5x8 KARDEX WITH COMBINATION LOCK		
7 SLIDES 3x5/5x8 KARDEX WITH OR WITHOUT LOCK		
AFE-T-STAK UNITS FOR 3x5 CARDS		
AFE-T-STAK UNITS FOR 5x8 CARDS		
THER (Describe)		
MAP FILE EQUIPMENT		
DRAWER MAP SECTION(S)		
P CASE, VERTICAL WITH COMBINATION LOCK		
HER (Describe)		
SHELVING		
DD-A-SHELF • 33•11/16"-10-1/4" x 11-3/4" • LETTER SIZE		
DD-A-SHELF - 33-11/16"-10-1/4" x 14-3/4" - LEGAL SIZE		
IBRARY SHELVING UNITS		
THER (Describe)		
BOOKCASE SECTIONS		
TAL OR WOOD, GLASS FRONT - SECTIONS		
THER (Describe)		
SPECIAL EQUIPMENT		

FORM 2473

SECRET

GROUP 1
EXCLUDED FROM AUTOMAT:
DOWNGRADING AND
DECLASSIFICATION

SECRET

CONVERSION FACTORS FOR MEASURING RECORDS HOLDINGS IN CUBIC FEET

UNIT OF MEASUREMENT	CUBIC FOOT EQ	UIVALENT
UNIT OF MEASUREMENT		
CORRESPONDENCE FILES		
	1-1/2	
UNE DRAWER, CETTER SIZE ORBINE.	2	
ONE DRAWER, LEGAL SIZE CABINET	2-1/2	
ONE OPEN SHELF-FILE UNII. LETTER STALL	3	
ONE OPEN SHELF-FILE UNIT, LEGAL SIZE		
CARD FILES		
ONE LINEAR FOOT, 3X5 CARDS	1/10	
ONE LINEAR FOOT, 4X6 CARDS	1/6	
ONE LINEAR FOOT, 5x8 CARDS	1/4	
ONE LINEAR FOOT, TAB CARDS	1/6	
OR 10.000 TAB CARDS	1	
OK 10,000 THE CHIES		
OTHER		
OTHER		
	2-1/2	
ONE BOOKCASE SECTION	INSIDE	CUBIC
MAP CABINETS AND OTHER OUTSIZED EQUIPMENT	MEASURE	EMENT
NAB CACCO HOMALIN 2' PED DRAWER		

(Convers	RECORDS AND EQUIPMEN)		
TO: CHIEF, KUCLUB	FROM: CHIEF,	DATE:			
	ORRESPONDENCE EQUIPMENT	EQUIPMENT TOTAL NUMB	ER CUBIC FEET RECORDS		
2 DRAWER LEGAL SAFE WITH COM					
4 DRAWER LEGAL SAFE WITH COM					
2 DRAWER LETTER SAFE WITH CO	······································				
4 DRAWER LETTER SAFE WITH CO					
4 DRAWER LEGAL CABINET WITH (5 DRAWER LEGAL CABINET WITH (
4 DRAWER LETTER CABINET WITH					
5 DRAWER LETTER CABINET WITH					
OTHER (Describe)	OR WITHOUT LUCK				
	CARD FILE EQUIPMENT				
5 DRAWER 3x5/5x8 CARD SAFE WI					
6 DRAWER 3x5 CABINET WITH OR					
7 DRAWER 3x5 CABINET WITH OR					
8 DRAWER 3x5 CABINET WITH OR					
9 DRAWER 3x5 CABINET WITH OR					
10 DRAWER 3X5 CABINET WITH OR					
15 DRAWER 3X5 CABINET WITH OR					
16 SLIDES 3x5/5x8 KARDEX WITH					
17 SLIDES 3x5/5x8 KARDEX WITH					
17 SLIDES 3x5/5x8 KARDEX WITH SAFE-T-STAK UNITS FOR 3x5 CARD					
SAFE-T-STAK UNITS FOR 5X8 CARD					
OTHER (Describe)					
-	MAP FILE EQUIPMENT				
DRAWER MAP SECTION(S)					
AAP CASE, VERTICAL WITH COMBINA	TION LOCK				
THER (Describe)					
	SHELVING				
ADD-A-SHELF - 33-11/16"-10-1/4	" X 11-3/4" . LETTER SIZE				
ADD-A-SHELF - 33-11/16"-10-1/4	" x 14-3/4" - LEGAL SIZE				
LIBRARY SHELVING UNITS					
OTHER (Describe)					
	BOOKCASE SECTIONS				
METAL OR WOOD, GLASS FRONT - SE	CTIONS				
OTHER (Describe)					
	SPECIAL EQUIPMENT	VIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII			
	EQUICMENT				
Approve	d For Release 2001/08/29 : CIA-R	RDP74-00390R000200070002-7			

FORM 2473

SECRET

GROUP 1

EXCLUDED FROM AUTOMATE
DOWNGRADING AND
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SECRET

CONVERSION FACTORS FOR MEASURING RECORDS HOLDINGS IN CUBIC FEET

UNIT OF N	EASUREMENT					CUBIC FOO	T EQUIVALE
RRESPONDENCE	FILES						
ONE DRAW	ER, LETTER S ER, LEGAL S! SHELF-FILE SHELF-FILE	IZE CABINET IINIT. LETTE	R SIZE		 	2-1/	
RD FILES							
	AR FOOT, 3X!				 	1/10 1/6	
ONE LINE	AR FOOT, 4X AR FOOT, 5X	8 CARDS -			 	1/4	
ONE LINE	AR FOOT, TAI	B CARDS .				1/6	
HER							
ONE BOOK MAP CABI	CASE SECTIO NETS AND OT	N HER OUTSIZE	D EQUII	PMENT	 		2 IDE CUBIC SUREMENT
W10 CASS	e nenativ 2	PER DRAWE	P				

P5X16

TO: FROM: CHIEF,	, DATE:	
CORRESPONDENCE EQUIPMENT	EQUIPMENT TOTAL NUMBER	CUDIA
2 DRAWER LEGAL SAFE WITH COMBINATION LOCK	TOTAL NOMBER	CUBIC FEET RECOR
4 DRAWER LEGAL SAFE WITH COMBINATION LOCK 2 DRAWER LETTER SAFE WITH COMBINATION LOCK		
4 DRAWER LETTER SAFE WITH COMBINATION LOCK		
4 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK		
5 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK		
4 DRAWER LETTER CABINET WITH OR WITHOUT LOCK		
5 DRAWER LETTER CABINET WITH OR WITHOUT LOCK		
OTHER (Describe)		
CARD FILE EQUIPMENT	VIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
5 DRAWER 3x5/5x8 CARD SAFE WITH COMBINATION LOCK		
6 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK		
7 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK		
8 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK		
9 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK		
O DRAWER 3x5 CABINET WITH OR WITHOUT LOCK		
5 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK		
6 SLIDES 3x5/5x8 KARDEX WITH COMBINATION LOCK		
7 SLIDES 3X5/5X8 KARDEX WITH COMBINATION LOCK		
7 SLIDES 3X5/5X8 KARDEX WITH OR WITHOUT LOCK		
AFE-T-STAK UNITS FOR 3x5 CARDS		
AFE-T-STAK UNITS FOR 5x8 CARDS HER (Describe)		
new (Describe)		
MAD ELLE COURSE		
MAP FILE EQUIPMENT DRAWER MAP SECTION(S)		
P CASE, VERTICAL WITH COMBINATION LOCK		
HER (Describe)		
SHELVING	William Control of the Control of th	
D-A-SHELF - 33-11/16"-10-1/4" x 11-3/4" . LETTER SIZE		
D-A-SHELF - 33-11/16"-10-1/4" X 14-3/4" - LEGAL SIZE		
BRARY SHELVING UNITS		
HER (Describe)		
	ļ	
	1	
BOOKCASE SECTIONS		
TAL OR WOOD, GLASS FRONT - SECTIONS		
HER (Describe)		
SPECIAL EQUIPMENT		

FORM 2473

SECRET

CONVERSION FACTORS FOR MEASURING RECORDS HOLDINGS IN CUBIC FEET

UNIT OF MEASUREMENT	CUBIC FOOT EQUIVALENT
CORRESPONDENCE FILES	
ONE DRAWER, LETTER SIZE CABINET	1-1/2 2 2-1/2
CARD FILES	
ONE LINEAR FOOT, 3X5 CARDS	- 1/10 - 1/6 - 1/4 - 1/6
OTHER	
ONE BOOKCASE SECTION	